

GIPSA Spending Document Numbering Scheme

Type of Transaction	Trans Code	SEC1 Code	Document Numbering Scheme	
Commercial Vendors	NO	HQ HQG HQP	Position 1-2	Fiscal Year
			Position 3-5(6)	DVSN Code
			Position 6(7)	# (To generate a sequential number)
			Examples	03WFSB# 03PSP#
Cooperative Agreements	SV, NO	HQ	Position 1-2	Fiscal Year
			Position 3-4	C- (Letter C with a dash)
			Position 5-8	Last 3 digits of agreement number followed by a dash (-)
			Position 9	# (To generate a sequential number)
			Example	03C-165-#
Expenditure Adjustment	B2	HQ 950	Position 1-2	Fiscal Year
			Position 3-5(6)	DVSN Code (HQ, 950) followed by a dash (-)
			Position 6(7)	E (Expenditure, R (Revenue))
			Position 7(8)	# (To generate a sequential number)
			Examples	03HQ-E# 03950-E#
Foreign Payments	NO	HQ	Position 1-2	Fiscal Year
			Position 3	F (Letter F designating payment in foreign currency)
			Position 4-5	US (Designating payment to foreign vendor in US currency)
			Position 5(6)	# (To generate a sequential number)
			Examples	03F# 03FUS#

GIPSA Spending Document Numbering Scheme,
continued

Type of Transaction	Trans Code	SEC1 Code	Document Numbering Scheme	
Greenbook Charges	SV	HQ	Position 1-2	Fiscal Year
			Positions 3-5	GB- (Letters GB with a dash)
			Positions 6	# (To generate a sequential number)
			Example	03GB-#
Miscellaneous Obligations and Payments	MO, PV	HQ Offices WFSB	Position 1-2	Fiscal Year
			Position 3-6	MISC
			Position 7	# (To generate a sequential number)
			Example	03MISC#
Period-End Estimates and Year-End Estimates	SV YE	HQ	Position 1-2	Fiscal Year
			Position 3-4	E- (Letter E with a dash)
			Position 5	# (To generate a sequential number)
			Example	03E-#
Reimbursable Agreement	MO, SV	HQ	Position 1-2	Fiscal Year
			Position 3-4	R- (Letter R with a dash)
			Position 5-8	Last 3 digits of agreement number followed by a dash
			Position 9	# (To generate a sequential number)
			Example	03R-163-#
Revenue Refunds	NO	HQ	Position 1-2	Fiscal Year
			Position 3-4	RR
			Position 5	# (To generate a sequential number)
			Example	03RR#

GIPSA's Accounts Receivable Document
Numbering Scheme, *continued*

Type of Transaction	Trans Code	SEC1 Code	Document Numbering Scheme	
			Illustration	YE HQ 03R-#
Bad Debt Allowance	SV	HQ	Position 1-2	Fiscal Year
			Position 3-4	BD
			Position 5	# (To generate sequential number)
			Illustration	SV HQ 03BD#
Year End Revenue Estimates	YE	HQ	Position 1-2	Fiscal Year
			Position 3-4	R-
			Position 5-6	Two character alpha code for field office/HQ
			Position 7	# (To generate sequential number)
			Illustrations	YE HQ 03R-AR# YE HQ 03R-BA# YE HQ 03R-BI# YE HQ 03R-BR# YE HQ 03R-BT# YE HQ 03R-CC# YE HQ 03R-CP# YE HQ 03R-CR# YE HQ 03R-CW# YE HQ 03R-FM# YE HQ 03R-GF# YE HQ 03R-HQ# YE HQ 03R-IA# YE HQ 03R-IT# YE HQ 03R-KC# YE HQ 03R-LC# YE HQ 03R-ML#

GIPSA's Accounts Receivable Document
Numbering Scheme, *continued*

Type of Transaction	Trans Code	SEC1 Code	Document Numbering Scheme	
				YE HQ 03R-MN# YE HQ 03R-MW# YE HQ 03R-NO# YE HQ 03R-OL# YE HQ 03R-PO# YE HQ 03R-SA# YE HQ 03R-ST# YE HQ 03R-TO# YE HQ 03R-WI #
Non Feeder System Debit Voucher Transactions	DR	APHS	Position 1-2	Fiscal Year
			Position 3-6	APHS
			Position 7	# (To generate sequential number)
			Illustration	DR APHS 03APHS#
Transfer an Applicant's Credit	CR	APHS	Position 1-2	Fiscal Year
			Position 3-6	APHS
			Position 7	# (To generate sequential number)
			Illustration	CR APHS 03APHS#
Batch Documents for Modifications and Cancellations	Trans Category of Initial Document	SEC1 of Initial Document	Position 1-5	Last five digits of initial document
			Position 6	A - for first modification/cancellation B - for second modification C- for third modification* *continue letter scheme as needed
